

# Agenda Item Form

Agenda Date: 8/24/04

Districts Affected: Citywide

Dept. Head/Contact Information: Byron E. Johnson

## Type of Agenda Item:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Resolution                       | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other _____           |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): None      ☐ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

RTC performed an emergency service call that was caused due to a malfunction of City equipment. Documentation detailing the incident is attached for your review.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Total cost of the repairs and replacement of some of the equipment is \$32,920.00. Work performed was outside the scope of our current maintenance agreement with RTC.

## Statutory or Citizen Concerns:

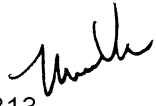
None

## Departmental Concerns:

RTC is the authorized Motorola representative in charge of maintaining all of our Public Safety communications equipment. They have responded to all emergency calls put forth by this department in a prompt and effective manner. The IT Department wishes to maintain our business relationship in good standing, as they have gone above and beyond in responding and ensuring the stability of our Public Safety system.

DATE: August 18, 2004

TO: Municipal Clerk

FROM: Byron E. Johnson, C.P.M.   
for Director of Purchasing x 4313

THRU: Aurora Wells  
Interim Bid Clerk

Please place the following item on the **CONSENT** agenda for the Council Meeting of **AUGUST 24, 2004.**

Item should read as follows:

Request that Council authorize the Director of Purchasing, on the issuance of an Emergency Purchase Order to R.T.C., Inc. in the amount of \$32,920.00 for emergency repairs of communication equipment located on the 7<sup>th</sup> Floor of City Hall.

The emergency repairs were necessary because of unforeseen damage to equipment and to protect the public health and safety of the City's residents are exempt from the competitive bidding requirements of Chapter 252 of the Local Government Code ("The Bid Statute").

<u>Award amount:</u>	<u>\$32,920.00</u>
<u>Funds available:</u>	<u>39010351-01101-502202</u>
<u>Funding Source:</u>	<u>Operating Funds, Information Services, Service Contracts.</u>
<u>Department:</u>	<u>Information Technology</u>

Contact person: Ray Heredia, Procurement Analyst at 541-4316.

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AGENDA FOR: **AUGUST 24, 2004**


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**PURCHASING DEPARTMENT**

DATE: August 18, 2004

TO: City Clerk

FROM: Byron E. Johnson

Ray Heredia 

PURCHASING DEPARTMENT

4308/4316

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Council Meeting of **August 24, 2004**.

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Statute").

Award amount is \$32,920.00

Funds available in 39010351-01101-502202 Operating Funds,  
Information services, Service Contracts.

Department: Information technology

SPECIAL INSTRUCTIONS:

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City Clerk's Use

ITEM NO. \_\_\_\_\_



## INFORMATION TECHNOLOGY

TO: Byron Johnson, Director  
Purchasing Department

FROM: Tony Huerta-Montoya, Director  
Information Technology Department

DATE: August 17, 2004

SUBJECT: Invoice for Emergency Service Call by RTC

Request the attached invoice for emergency services provided by RTC on November 22, 2003, be reviewed, approved, and forwarded for City Council action by your office.

As indicated on the attached incident report from the Public Services Department, it was a failure of City owned equipment that led to the failure of the monitoring equipment located in the 7<sup>th</sup> Floor communications room.

The services provided by RTC were outside the scope of our current maintenance contract with RTC and were provided on a time-and-material basis based on an emergency situation affecting our public safety communications network.

Your help and consideration of this request is greatly appreciated. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Tony Huerta Montoya".

Tony Huerta Montoya



## INCIDENT REPORT

FROM: Joel Guzman, Mechanical Engineer Associate II, Municipal Services

DATE OF INCIDENT: November 22, 2003

PLACE: City Hall, Seventh Floor Communication Room

EVENT: 7<sup>th</sup> Floor Communication Room Overheating

1. The main cooling water piping was drained (all city hall floors) to allow for basement HVAC work.
2. The independent cooling system for the 7<sup>th</sup> Floor Communication Room automatically took over the cooling for the 7<sup>th</sup> Floor Communication Room.
3. A valve that separates the 7<sup>th</sup> floor cooling water piping from the main cooling water piping was not fully shut causing the 7<sup>th</sup> floor cooling water to also drain out.
4. When the temperature in the Communication Room hit a setpoint of 80 degrees F, a high-temperature-alarm should have sent a signal to the city's 911 Center. This high temperature alarm did not work
5. Building Maintenance responded to a call from RTC (Radio Technologies and Communications) that they were having communication problems.
6. Building Maintenance entered the 7<sup>th</sup> Floor communications room and found that the room was above the 80 degrees alarm setpoint. They then identified the valve that was not fully shut, ensured the valve was fully closed, refilled the 7<sup>th</sup> floor cooling water system and initiated cooling.
7. The 7<sup>th</sup> floor cooling system was back in operation within 15 minutes, temperatures were back to normal within 2 hours.

## RECOMMENDATIONS:

- 1) The high-temperature alarm-with-automatic-dialup-to-911 did not work. This instrumentation is maintained and operated by the Public Safety / Communication department and their subcontractors. Calibration and testing of this instrumentation needs to be added to the department's preventive maintenance program.
- 2) The 7<sup>th</sup> floor cooling water system was not isolated properly from the main chilled water system. This caused inadvertent draining of the 7<sup>th</sup> floor cooling water system. Operating procedures for any draining of the main chilled water system need to be written to ensure, with signature verification, that the isolation valves are fully closed.

200 200 200

21. *Chrysomelidae* (100%)

[illegible]

February 20, 2004

Ship To:

**MOTOROLA**

**Authorized Two-Way  
Radio Dealer**

City of El Paso Comm

per Bonnie Guinn

Net 30 Days

2/19/04

3/21/04

4.00	WT#18884 Purchase of WIJO862-06S	6,990.00	27,960.00
	Transmitter combiners		
4.00	DIN male connector for 1/2" superflex	65.00	260.00
1.00	Replace combiners(transmitter) at City Hall	4,080.00	4,080.00
1.00	Freight	620.00	620.00

Subtotal	32,920.00
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Sales Tax

Total Invoice Amount	\$32,920.00
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Payment Received	0.00
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\$32,920.00

We will add finance charges on invoices more than 30 days overdue.